

Finale Exercise 3: Upper/Lower Staff Voices

The image shows a musical score for two staves in 4/4 time. The top staff contains a series of chords: G4-C5, G4-A4, G4-A4, G4-F5, and a final chord with a fermata on G4. The bottom staff contains corresponding chords: G3-C4, G3-A3, G3-A3, G3-F4, and a final chord with a fermata on G3.

1. Create 2nd staff, system brace and pickup measure as in last exercise.

2. Enter the notes of the top voice on the top staff:

kp-6 **g** **c** **g** **a** **a** **g** **f** *kp-5* **e** **d** *kp-6* **c** alt-**a** **f** *fermata*

The image shows the top voice on the top staff. The notes are: G4, C5, G4, A4, A4, G4, F5, E5, D5, C5, A5, F5. The notes are marked with *kp-6* for the first seven notes, *kp-5* for the eighth note, and *kp-6* for the ninth and tenth notes. The eleventh note is marked *alt-a* and the twelfth note is marked *f*. A fermata is placed over the final note.

3. Enter lower voice on top staff: First click on **2** button in lower left of Finale window which shifts to layer 2 entry/editing. Then click on first E.

2 (*kp-6*) (**e**) **c** **e** **f** **f** **d** **b** **c** **c**

The image shows the lower voice on the top staff. The notes are: E4, C4, E4, F4, F4, D4, B3, C4, C4. The notes are marked with **2** (*kp-6*) (**e**) for the first note, and the other notes are marked with **c**, **e**, **f**, **f**, **d**, **b**, **c**, and **c**.

◦ Second layer notes are colored red (not when printed).

4. Add the top voice on the bottom staff (stems will flip later):

1 (*kp-6*) (**g**) **g** **c** **c** **d** **b** **g** *kp-5* **g** **f** *kp-6* **e**

The image shows the top voice on the bottom staff. The notes are: G3, G3, C4, C4, D4, B3, G3, G3, F4, E4. The notes are marked with **1** (*kp-6*) (**g**) for the first note, and the other notes are marked with **g**, **c**, **c**, **d**, **b**, **g**, *kp-5* **g**, **f**, and *kp-6* **e**.

5. Add the bottom voice on the bottom staff in second layer:

2 (*kp-6*) (**c**) **e** **c** **f** **d** **g** *shift-↓* **g** **c** **c** alt-**a** **f**

The image shows the bottom voice on the bottom staff. The notes are: E3, C3, F3, D3, G3, G3, C3, C3, A3, F3. The notes are marked with **2** (*kp-6*) (**c**) for the first note, and the other notes are marked with **e**, **c**, **f**, **d**, **g**, *shift-↓* **g**, **c**, **c**, *alt-a* **f**.

6. Erase the empty measures after the music and change the style of the ending barline to two thin lines.

7. To flip fermata, click on Articulation Tool (accented whole-note icon) then double-click on box attached to fermata. Change "Position" to "Below Note" (other fermata now needs manual vertical adjustment).

8. For slurs, click on "Smart Shape Tool" (slur icon) and double-click on first note to be slurred.